

PERSONNEL ACTIVITIES REPORT (PAR)

Purposes of PAR

Annually review significant personnel activities within the Agency as a complement to annual program and budgetary reviews.

Survey action programs within each career service relating to the several major functional areas of personnel management, including the identification of important activities, structures, guidances, methods, practices, savings, progress and problems.

Identify successful systems and practices, innovations and new approaches within particular career services and Directorates and share these with other services and Directorates.

Examine implications of survey findings at the Agency and Directorate levels.

Prepare recommendations on needed changes in Agency policies, program emphases and resource allocations.

From an analysis of the personnel activities review, develop a series of preferred personnel program objectives and approaches as bases of an overall effort to increase program effectiveness. Consider appropriate performance standards and feedback systems to facilitate an annual assessment of results obtained.

Product

Personnel Activities Report for each Directorate and the Agency, containing a narrative summary (findings and comments) and a statistical summary.

Procedure

OP to compile information on personnel activities in each career service from its own resources and knowledge, from machine data, and from discussions with personnel or support officers in the components.

OP to prepare a summary for each Deputy Director of findings applicable to his area and an Agency summary for the ExDir-Compt.

Each Deputy to discuss his reactions and views with Career Service Heads either separately, jointly or both.

ExDir-Compt to discuss his reactions and views with Deputies either separately, jointly or both.